



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **RESEARCH PROGRAM SPECIALIST I**

**\$4930 - \$6171**

**OFFICE OF THE SPECIAL COUNSEL  
SACRAMENTO**

### **RESPONSIBILITIES:**

Under the general direction of the Staff Services Manager I, the incumbent is responsible for independently conducting research, analysis and consultative services for the California Department of Insurance's (CDI) rulemaking projects. This work entails forecasting the impact that particular regulations have on California jobs, businesses, and investments, as well as identifying any affect the regulations have on innovation, and benefits to the health, safety, and welfare of California residents, worker safety, and the state's environment and quality of life. The incumbent will provide technical assistance to project teams such as CDI attorneys, program managers and other appropriate staff to navigate the approval process of the Office of Administrative Law (OAL) under the Administrative Procedure Act. The incumbent will coordinate CDI's participation in the National Association of Insurance Commissioners (NAIC) national meetings and other conferences, monitoring NAIC communications and other related NAIC activities. The incumbent will also conduct complex studies on Commissioner's initiatives and advise departmental staff on findings related to the assigned area of research.

### **DESIRABLE QUALIFICATIONS:**

- Strong background and relevant experience in conducting complex studies
- Knowledge of statistical and other methods used in the analysis and projection of data
- Ability to communicate effectively in writing and orally to individuals and groups
- Ability to analyze information and make recommendations
- Ability to plan and carry out research projects
- Ability to prepare and present reports
- Strong analytical and inter-personal skills
- Ability to meet deadlines and perform well under pressure
- Intermediate proficiency in the use of Microsoft Word, Excel, Adobe Professional, Oracle and Web related software

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Research Program Specialist I level, those with transfer eligibility, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be

6/24/15 LLH

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### **DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

**All** applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

**APPLICATION PROCEDURE:** Please mail a completed standard [State Application STD 678](#), and proof of meeting the minimum qualifications of the classification to Lynda Harris, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13 Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Research Program Specialist I, PSN # 413-117-5742-003" ON THE STATE APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call Lynda Harris at (916) 492-3316.

**FINAL FILING DATE:**      **Until Filled**

**NOTE:**      Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review, and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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